

GP ARCHIVES ADVISORY COMMITTEE MINUTES

6.6.11

Attending: Charlie Snyder, Marion Green, Kay Hager, Nancy Schwartz, Glenda Ingham, Nancy Walz, Rebecca Rawls

We started out by fine-tuning the job description for a part-time archivist. The mission statement was already in good shape, thanks to Jim Agenbroad's efforts at writing drafts of both. We officially adopted them and will present them at the next council meeting.

Mission Statement:

Garrett Park is a unique historic community that dates its creation to 1886 and its incorporation as a town in 1898. The town is on the national Register of Historic Places, and part of the town is a Montgomery County historic district.

The Garrett Park Archives is a growing collection of documents about the Town and its occupants' lives since the Garrett Park community and town were created. It includes both unique items such as Town Council minutes and early and recent photographs and published cookbooks sponsored by various organizations and clippings from newspapers and magazines. Its purpose is to promote effective access and awareness of the rich history of the town and the Garrett Park community for those who want to learn more about the Town, be they the Mayor, Council members, residents, students or other researchers.

It's responsibility is also to preserve the town's rich heritage and the documents and materials that provide a record of the town's history and culture.

Position Description: Part-Time Archivist for the Town of Garrett Park

He or she:

1. Is a paid contractor of the Town of Garrett Park. Salary, hours and schedule to be negotiated.
2. Is familiar, or becomes familiar, with the Town's history, organizations, folklore, character and characters.
3. Is responsible for the Town archives: accepting, organizing and preserving archival materials of various kinds.
4. Organizes, applies and maintains effective means of access to the archives materials via manual, digital and other means such as manual card files, databases, computer programs and photography.
5. Selects, trains and supervises unpaid volunteers and paid transcribers under the guidance of the Archives Advisory Committee.
6. Prepares for Committee and Council approval written procedures and forms for effective operation of the Archives.
7. Consults with the Montgomery County and Maryland State Archives as appropriate.
8. Conducts or supervises programs, exhibits and other events about the Archives.
9. Facilitates the collection and preservation of oral histories.
10. Assists town residents and others in the secure use of the archives. Writes procedures for collection of materials and enforces them.
11. Advises the chair of the Archives Advisory Committee of needs for supplies, expansion or improvement of environmental conditions adverse to the collection or its use.
12. Solicits gifts of materials about Garrett Park. Assesses items in consultation with the Archives Advisory Committee and the Council liaison. Maintains records of donations.

Continuing with the agenda items, Charlie summarized his recent talk with the Mayor which was encouraging in terms of supporting the work of the Committee so far. The Mayor was interested in the idea of hiring a shared part-time archivist who also works in a neighboring town's archive. He said that the computer and other hardware might be considered capital expenses, in which

case they would not expire if unspent by June 30, and capitalizing them would free up lots of funds for other uses over the coming month, such as the oral histories.

Next up was SSL – Student Service Learning – a great way to find student volunteers who are required to perform community service activities. The Committee with Elizabeth Henley's help is now officially registered with Montgomery County's SSL program. Charlie will write an "opportunity" blurb and wait for the "flood of eager, bright and efficient students to flock to our door to help us. We would like volunteers from our committee to help supervise the hordes." Montgomery County's volunteer center is also a resource we can tap for retired people and pro bono consultants.

For the oral histories, Marion and Nancy S. have organized a meeting on June 14th for volunteers interested in working on the transcripts and conducting new interviews. The existing oral histories are being transcribed, corrected, analyzed – making good progress.

In order to digitize the archive collections, the Committee agreed that purchasing a PC and using PastPerfect software makes the most sense. It's what all the local archivists are using and should be easy to implement. A shared drive or server would allow documents to be transferred from the Town computers to the Archives computer. Whether they're Jpegs, Word Docs or whatever type of file, they can be read on Mac or PC. In order to scan photographs at 300 dpi, the minimum resolution to ensure good quality reproductions, a high quality scanner/printer will be researched.

With the resignation of Jim Agenbroad, the Committee recommends replacing that spot with a new member, Rebecca Rawls, who is very interested in contributing to the Archive mission. The Committee unanimously endorsed her.

Glenda has scheduled what will probably be the final visit to another archive: Kensington Historical Society on Tues., June 14, 2011 from 9:00 - 11:00 a.m. That will wrap up what has proven to be a tremendous fact-finding series of visits, teaching us how we in Garrett Park could operate an archives most efficiently and to the benefit of all.

Next meeting: Tuesday, July 5th at Town office